DISTRICT OF COLUMBIA DEPARTMENT OF THE ENVIRONMENT LEAD AND HEALTHY HOUSING DIVISION COMPLIANCE & ENFORCEMENT BRANCH APPLICATION BOOKLET

FOR

CERTIFICATION

OF

INDIVIDUALS <u>AND</u> BUSINESS ENTITIES TO CONDUCT LEAD-BASED PAINT ACTIVITIES

February 2010



DISTRICT OF COLUMBIA WORK DISCIPLINE REQUIREMENTS

WORKER

- 1. Successfully complete a 16 hour accredited Lead Worker training course.
- 2. Possess educational and work related experiences as delineated by EPA in 40 CFR § 745.226.
- 3. Pay appropriate fee of \$60.00.
- 4. Valid picture ID.

LEAD INSPECTOR

- 1. Successfully complete a 24 hour District of Columbia accredited Lead Inspector training course.
- 2. Pass District of Columbia approved certification Lead Inspector exams (3rd party and DC Law) with 70% or better.
- 3. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
- 4. Complete eight (8) hours of hands-on instruction.
- 5. Pay appropriate fee of \$300.00.
- 6. Valid picture ID.

RISK ASSESSOR

- 1. Successfully complete a 16 hour District of Columbia accredited Risk Assessor training course.
- 2. Must have also taken and passed the Inspector Course.
 - 3. Pass District of Columbia approved certification Risk Assessor exams $(3^{rd}$ party and DC Law) with 70% or better.
- 4. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
- 5. Complete four (4) hours hands-on instruction.
- 6. Proof of current liability insurance including professional, environmental and general liability insurance in an amount sufficient to cover the lead-based paint activity.
- 7. Pay appropriate fee of \$300.00.
- 8. Valid picture ID.

SUPERVISOR

- 1. Successfully complete a 32 hour District of Columbia accredited Supervisor's training course.
- 2. Pass District of Columbia approved certification Supervisor's exams (3rd party and DC Law) with 70% or better.
- 3. Possess educational and work related experience as delineated by EPA in 40 CFR § 745,226.
- 4. Complete eight (8) hours of hands-on instruction.
- 5. Pay appropriate fee of \$300.00.
- 6. Valid picture ID.

PROJECT DESIGNER

- 1. Successfully complete an 8 hour District of Columbia accredited Project Designer's training course and the 32 hour Supervisor's training course.
- 2. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
- 3. Pay appropriate fee of \$300.00.
- 4. Valid picture ID.

BUSINESS ENTITY

- 1. <u>District of Columbia lead-based paint certified employees</u> must be employed to conduct lead-based paint activities. See Lead-Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.).
- 2. Attest to follow the work practice standards by EPA in 40 CFR § 745.226 745.227.
- 3. Proof of current liability insurance including professional, environmental and general liability insurance in an amount sufficient to cover the lead-based paint activity.
- 4. Pay appropriate fee of \$300.00
- 5. Provide a current Department of Consumer and Regulatory Affairs (DCRA) business license (abatement company) and/or registration (consulting company). Contact DCRA at (202) 442-4400 or http://dcra.dc.gov/dcra/site/default.asp for more information.

APPLICATION INSTRUCTIONS FOR LEAD-BASED PAINT CERTIFICATION INDIVIDUAL DISCIPLINES

APPLICATION STATUS

1. Identify application status and include certification and expiration date where appropriate

CERTIFICATION REQUESTED

2. Indicate desired certification

PERSONAL INFORMATION

- 3. Print or Type last name, first name, and middle initial
- 4. Print or Type your street number and street name
- 5. Print or Type the city, state, zip code, and home telephone number
- 6. Complete your date of birth, sex, height, and social security number

EMPLOYMENT INFORMATION

- 7. Print or Type your present employer's name (the company you work for)
- 8. Print or Type employer's city, state, zip code, business and fax numbers
- 9. Print or Type your position
- 10. Print or Type a description of your duties.
- 11. Print or Type your immediate supervisor's name, phone number, and email address

APPLICANT'S TRAINING INFORMATION

12. Attach copies of current training certificates

THIRD PARTY EXAM

13. Attach copies of exam results

X-RAY FLUORESCENCE (XRF) EOUIPMENT

14. Indicate whether you use a X-RAY FLUORESCENCE (XRF) in your work, and if so, attach a copy of the Radioactive Certificate(s) issued by the Nuclear Regulatory Commission (NRC) for the equipment.

ENFORCEMENT ACTIONS

Please read the Enforcement Actions section and provide a statement, if applicable, as to any enforcement actions that may have been taken against you with respect to lead-based paint compliance.

AFFIDAVIT

Please read affidavit, sign application, and insert today's date

RELEVANT WORK EXPERIENCE

Fill in and sign section A, then give the form to someone familiar with your lead-based paint work that has agreed to act as a reference for you. Once completed, ask them to sign the form, give it to you and return it with the completed package.

Risk Assessors and Project Designers: Complete Certification of Education Form.

Risk Assessors must submit proof of current liability insurance.

All applicants must complete and sign the Clean Hands Self-Certification Form.

IDENTIFICATION: A picture ID MUST be presented at this office at time of application.

Please remember applications must be complete. Make check or money order payable to <u>The D.C. Treasurer</u>. Application fees are <u>NON-REFUNDABLE</u>.

Submit complete application package(s) to:

District Department of the Environment Lead and Healthy Housing Division Compliance & Enforcement Branch 1200 First Street, N.E., 5th Floor Washington, D.C. 20002 Attention: Mrs. Willie Mae Miller

Please note that ALL individual disciplines certification photos will be taken at this office.

All requirements for individual discipline and business entity are in accordance with the following:

Lead–Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.) www.ddoe.dc.gov

EPA 40 CFR § 745.225 Accreditation of training programs: target housing and child-occupied facilities www.epa.gov/lead Rules and Regulations

EPA 40 CFR § 745.226 Certification of individuals and firms engaged in lead-based paint activities: target housing and child-occupied facilities www.epa.gov/lead Rules and Regulations

EPA 40 CFR § 745.227 Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities www.epa.gov/lead Rules and Regulations

All questions should be directed to (202) 535-1934 or call the Lead Hotline at 1-877-338-0364.



Government of the District of Columbia District Department of the Environment Lead and Healthy Housing Division Compliance & Enforcement Branch 1200 First Street, N.E., 5th Floor, Washington, D.C. 20002 202-535-1934

APPLICATION FOR LEAD-BASED PAINT CERTIFICATION - INDIVIDUAL DISCIPLINES

	FOR OFFICE USE ONI	Y: Amount		I	nterim Certification #	Exp. Da	te
	Date Received	Received \$	Ch		Full Certification #		
		Fee Waived □ (government	employee) I	Renewal Certification #	Exp. Da	te
					Gov't. Empl. Certification #	Exp. Da	te
	Authorized Signature and	Date Processed					
APPLI	CATION STATUS (Check	only one)					
1. NEV	W/INITIAL APPLICATION	V []		WAL []	RECIPROCITY R		
REP	PLACEMENT []			ertification No tion Date	Certification/licens	se No	
CERTI	FICATION REQUESTED	(Use a separate app	lication if n	nore than one type is req	-	1 Date	
2.	INDIVIDUAL INITIAL	RENEWAL/RECII	PROCITY	INDIVIDUAL	INITIAL/RENEWAL/REC	CIPROCITY	* Experience &/or education required
	L J "L"	300.00/2 Years 300.00/2 Years 60.00/2 Years		[] Project Designer *			**Experience & Exam required ***Exam required
	Returned check fee: \$	65.00		All Risk Assessors	s must provide evidence of per	sonal liability	insurance
PERSO	ONAL INFORMATION				or of com	pany liability	insurance 🗆
3. NAN	ME:			4. MAILING ADDRE	SS:		
	Last	First	MI		Str	reet	
5. CIT	Y:		STATE:	ZIP COD	E: HOME P	HONE NUME	BER: ()
6. DA	TE OF BIRTH:	SEX:		HEIGHT: FT	_/IN SOCIAL SECU	RITY NUMB	ER:
EM	IAIL ADDRESS						

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APPLICATION FOR LEAD-BASED PAINT CERTIFICATION- INDIVIDUAL DISCIPLINES

	MPLOYMENT INFORMATION (Attach		,	
7.	EMPLOYER'S NAME:			8. MAILING ADDRESS:
				TELEPHONE NUMBER: () FAX: ()
	City	State	Zip	
9.	YOUR POSITION:		10. DESCR	IPTION OF YOUR DUTIES
11	. SUPERVISOR:		_ SUPERVIS	OR'S PHONE NUMBER: ()
	SUPERVISOR'S EMAIL ADDRES	SS:		
Al	PPLICANT'S TRAINING INFORMATIO	ON		
12	APPLICANT'S TRAINING INFORMA Attach copies of current training ce			
TI	HIRD PARTY EXAM			
13	Attach copies of exam results			
Х-	RAY FLUORESCENCE (XRF)			
	. For those using an X-RAY FLUORESC ed in your work. Please indicate N/A if no			a copy of the Radioactive Material Certificate issued for any X-RAY FLUORESCENCE (XRF)
E	NFORCEMENT ACTIONS			
ha Ye	ve held or currently hold, or has any penalty a S	ction or fine b	een assessed aga	or proposed to revoke or suspend, or modified any relevant permit, license, certification, or approval you inst you for failure to comply with the laws and regulations pertaining to lead-based paint? ement to fully explain the circumstances. The statement must then be attached to this application.

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APPLICATION FOR LEAD-BASED PAINT CERTIFICATION—INDIVIDUAL DISCIPLINES

AFFIDAVIT

The information that I have provided in this "Application for Lead-Based Paint Accreditation" is true, accurate, and complete to the best of my knowledge. I understand that my application is subject to verification, and I agree to provide any additional documentation required to review that application. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine to eligibility for the certification sought. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application does not guarantee lead-based paint certification in the District of Columbia.

Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore the certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Law-221. Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Signature	Date
Printed Name	

TO REPORT WASTE, FRAUD, OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL ON 1-800-521-1639

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APPLICATION FOR LEAD-BASED PAINT CERTIFICATION- INDIVIDUAL DISCIPLINES



Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor, Washington, D.C. 20002
202-535-1934

CERTIFICATION OF EDUCATION

Required For Certification of Risk Assessors and Project Designers

Check the type of certification requested.	RISK ASSESSOR []	PROJECT DESIG	GNER []
1. NAME:Last		2. MAILING ADDRES	S:
Last	First MI		Street
3. CITY:	STATE:	ZIP CODE:	4. DATE OF BIRTH:
5. SOCIAL SECURITY NUMBER:	6. BUSIN	NESS NUMBER: ()	7. FAX: ()
8. EMAIL ADDRESS:	9. EVENING NUMBER	:()	10. PAGER NUMBER: ()
11. CELLULAR NUMBER: ()			
HIGHEST LEVEL OF EDUCATION (Please note: for INSTITUTION Official acad	lemic transcripts or diploma serve a	s recognized documentation to	meet this requirement and must be attached)
12. HIGH SCHOOL [] NAME:	ADDRESS:		PHONE NUMBER: ()
13. INSTITUTION [] NAME:	ADDRESS:		PHONE NUMBER: ()
DATE ATTENDE	D: DE	GREE:	
Signature	Date		
Printed Name			



GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Department of the Environment Lead and Healthy Housing Division Compliance & Enforcement Branch 1200 First Street, N.E., 5th Floor Washington, D.C. 20002 202-535-1934

RELEVANT WORK EXPERIENCE

(Attach additional sheets if necessary)

Required for Certification of Lead Supervisors, Inspectors, Risk Assessors, and Project Designers

Instructions: Section A: To be completed by the applicant.

Section B: To be completed by a person familiar with the work experience of the applicant (may be a current or

former supervisor).

Section A

1.	Name:					
		First	Middle	Last	Title	
2.	Home Address:					
	City, State, Zip Code: _					
3.	Telephone Numbers: (()	Danag /Callular		
4.	E-mail address:	Home		Beeper/Cellular		
5.	Check the one type of cert	fication you are req	questing.			
	Lead Project De	esigner		Lead Inspector		
	Lead Superviso	r		Lead Risk Assessor		
I autho	orize (name)		(address)		to furnish the info	formation requested in Section B.
Applic	eant's signature:		Date	:		

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APPLICATION FOR LEAD-BASED PAINT CERTIFICATION—INDIVIDUAL DISCIPLINES

Section B

Name of Individual Referen	ice:	Compa	any/Business:		
Phone Number: ()		E-Mail:			
Address:	Street	City	State	e Zip	 p
Dates of Experience:	From:	To	Position:		_
Describe the specific type o	f relevant work (with which	n you are familiar) performed t	by the applicant named in So	ection A.	
Reference signature:			Date:		
Printed name:					

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Government of the District of Columbia District Department of the Environment Compliance & Enforcement Branch 1200 First Street, N.E., 5th Floor, Washington, D.C. 20002 202-535-1934

APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION

	FOR OFFICE USE ONLY:		Amount Received \$	Check Number	Certification Number
	Authorized Signature and Dat	te Processed			
APPLICATION S	TATUS (Check only one)	·	00.00/each Year ed check fee: \$65.00		
1. NEW/INITIAL	APPLICATION []	RENEWAL []	OR REPLACEMEN	NT []	RECIPROCITY [] State:
		D.C. Certification	No		State Certification/license No
		Expiration Date _			Expiration Date
COMPANY/BUSI	NESS INFORMATION				
2. BUSINESS NA	AME				
3. FEDERAL EN	APLOYER TAX IDENTIFICA	ATION NUMBER _			-
4. STREET ADD	ORESS				
CITY			STATE		ZIP CODE
5. TELEPHONE	NUMBERSTELEP	PHONE	FACSIMILE	BEEPER	/PAGER/CELLULAR
6. E-MAIL ADDI	RESS				
7. DCRA BUSINI	ESS LICENSE NUMBER				
8. Does your bus	iness conduct lead-based pain	t abatements?	NO 🗆	YES 🗀	
9. Does your bus	iness conduct inspections and/	or risk assessments?	NO 🗀	YES 🗀	

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APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION

Revised February 2010

10.	TYPE OF BUSINESS (se	elect only one)							
	Sole Proprietorship General Partnership Limited Partnership Corporation		ll Corporation bility Company	Gover	rnment A Federa Distric	al 🗆	F	onal Organization Embassy Other (specify) _	
11.	TYPES OF LEAD-BASE	D PAINT AND RELAT	ED ACTIVITIES	S CONDUCTED BY	YOUR	COMPANY/BUSINESS F	ENTITY:		
	Abatement	Inspections	Pre	oject Designs		Clearance Testing			
	Demolition	Risk Assessments	Re	novation/Remodelin	g 🗀	OtherSpecify	· y		
12	. Please attach a copy of the	he Radioactive Material	license issued for	r any X-RAY FLUO	RESCEN	NCE (XRF) used in your v	vork. Indica	te N/A if not ap	plicable.
13	. NAME AND TITLE OF	COMPANY OFFICIAL	LS						
	NAME		TITLE			NAME		TITLE	
	NAME		TITLE			NAME		TITLE	
14	. Has any federal, state or or approval your compa laws and regulations gov	ny has held or currentl	y holds, or has ar			revoke, suspend, or modi ssed against your compan			
	NO 🗆					MUST provide a detailed d to this application.	statement to	o fully explain t	he
15	. Please complete and sig	n the Clean Hands Self-	Certification For	m and attach it to th	ıis Applic	cation.			
16	Attach a current Depar Companies). Ensure tha						panies) and	l/or registratior	n (for Consulting
17	. Attach copies of District	of Columbia training co	rtificate(s) and co	ertification(s) for em	iployees v	who will be conducting lea	ad-based pa	int activities.	

PAGE 2 APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION

AFFIDAVIT

The information that I have provided in this "Application for Lead-Based Paint Business Entity Certification" is true, accurate, and complete to the best of my knowledge. I certify that I am authorized to sign this application on behalf of the persons listed in this application as the owners, partners, shareholders, officers, and directors of the company that is applying for certification.

I understand that my application is subject to verification, and I agree to provide any additional documentation required to review that application. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine to eligibility for certification. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application in the District of Columbia.

Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore a certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Law-221. Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Signature of Attesting Individual	Title	Date
Print Name:		

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APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION



Government of the District of Columbia District Department of the Environment Lead and Healthy Housing Compliance & Enforcement Branch

CLEAN HANDS SELF-CERTIFICATION FORM

TO THE APPLICANT: Please read this form carefully and completely before signing. The District Government shall not issue or reissue any license or permit if the applicant owes it more than \$100 in outstanding debt. A false statement on this certification requires that the District Department of the Environment (DDOE), proceed immediately to revoke the certification, accreditation and/or permit or renewal for which you are now applying and fine you \$1,000. This certification form is required to be completed and submitted with any application for a certification, accreditation and/or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Official Code Sec. 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec. 2(b), DC Code sec. 47-2861 et. seq.).

[,	, asce	ertify that	
(Name)	(Owner/Partner/Corporate Office)	(Business Name)	
trading as	at	using business tax number	,
(Trade Name)	(Business Address)	(FEIN/SSN)	

As of the date, does not owe more than more than one hundred dollars (\$100) in outstanding debt to the District of Columbia government as a result of:

- 1. Fines, penalties, or interest assessed pursuant to the Lead–Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.); or
- 2. Fines, penalties, or interest assessed pursuant to the Litter Control Administration Action of 1985, effective March 25, 1986, (DC Law 6-100; DC Code Sec. 8-801 (et seq.) (2001 ed.); or
- 3. Fines, penalties, or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et seq.) (2001 ed.); or
- 4. Fines, penalties, or interest assessed pursuant to the Department of Consumer and Regulatory Affair (DCRA) Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DC Code Sec. 2-1801.01 (et. seq.) (2001 ed.); or
- 5. Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code; or
- 6. Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34 Chapter 22 and 24 of the DC Code (2001 ed.); or
- 7. Fines, penalties or interest assessed pursuant to Traffic Adjudication Act, Title 50, Chapter 23, of the DC Code (2001 ed.)

I understand that a signed and dated *Clean Hands Self-Certification Form* is required as documentation to accompany my application for a certification, accreditation and/or permit or renewal. I understand that by completing and submitting this form, I am not guaranteed that my certification, accreditation and/or permit or renewal will be approved.

I understand that the District Department of the Environment (DDOE) and/or the Department of Consumer and Regulatory Affairs (DCRA) may conduct an investigation to ascertain the veracity of the information contained in this *Clean Hands Self-Certification Form*

I understand that if I knowingly provide false information on this Clean Hands Self-Certification Form, DDOE, will proceed immediately to revoke each certification, accreditation and/or permit or renewal for which I am applying, and to fine me one thousand dollars (\$1,000).

Hars (\$1,000).		
SIGNATURE OF APPLICANT and TITLE	FEN/SSN	DATE